

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAJS-J1-SP

7 July 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-29 – Expires: **7 August 2009**

1. The Military Department is accepting applications for the term position indicated below. Applicants should submit their application as soon as possible. A term appointment is greater than six months and provides full benefit status for the appointee and their beneficiaries. ***The officer selected for this position will be paid at his or her Federal or State Military Reserve pay grade, not to exceed O-5.*** This vacancy announcement expires 7 August 2009 unless rescinded sooner. This is a temporary appointment that will allow for duty up to 180 days.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the submission requirements detailed on the last page of this vacancy announcement.

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| a. TITLE AND PAY GRADE: | Plans and Programs, Air (Non-Flying) (SAD O-5) |
| b. EMPLOYMENT LOCATION: | JFHQ, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 27 August 2009 |
| d. SELECTING SUPERVISOR: | Deputy Adjutant General, Air |

3. The basic qualification requirements are:

- a. Military Service: Members of the active or retired California Air National Guard or an active member of the State Military Reserve in the grade of O-4 through O-5 may apply.
- b. Education/Experience: Must have completed your military component's military education requirements for your rank.
- c. Military Assignments: Assignments appropriate to the grade of the applicant.
- d. Communication Skills: Must possess excellent written and verbal communication skills; the ability to communicate effectively with individuals at all levels in both civilian and military organizations

4. Other requirements are indicated below:

- a. Must have a demonstrated ability to make sound managerial decisions, exercise independent judgment, use initiative, plus organize and supervise.
- c. Strong computer skills with IBM compatible, Windows XP or higher and MS Office 2003 or 2007 Suite experience are desired.
- d. Appropriate military uniform will be worn in accordance with military regulations.
- e. Must possess at least a current Secret security clearance.
- f. Applicants must meet and maintain physical fitness and weight/height requirements in accordance with published component standards. **Attach a copy of your military component's verification of these requirements¹.**

5. **PRINCIPLE FUNCTIONS:** The incumbent of this position functions under the general supervision of the Director of Operations, Air, and performs the following duties:

¹ If a current member of the State Military Reserve or a Retired California Army /Air National Guardsperson, complete and sign our height, weight and military appearance verification form (available by request) that indicates your current medical fitness.

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Provides professional and policy advice and assistance to the Adjutant General, Army and Air Staff Officers, and ANG Commanders at all levels concerning state emergencies (Military Support to Civil Authorities-MSCA) operations and logistics.

- a. Develops and writes Air National Guard, Joint Services, and combined MSCA operational plans. Executes MSCA operations planning processes based on defense guidance, HQ USAF, National Guard, Joint Service, or civil authority organizational policies, directives, and procedures.
- b. Performs other duties as assigned.

6. Reimbursement for moving and relocation expenses will not be paid.

7. Individuals selected for this position are eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Program, Pre-paid Legal Services, Long Term Disability Insurance, Long Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to the Office of The Adjutant General, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Mrs. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in State Personnel no later than close of business on 7 August 2009. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
Electronic A, F & M

Jeffrey W Magram (7 Jul 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet to assist applicant with submission of a complete and accurate application. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached your civilian and military education certificates?	
Have you attached your current height/weight & PT test results?	